OSA-0221-63

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MEMORANDUM FOR: Chief, Salary and Wage Division,
Office of Personnel

ATTENTION :

SUBJECT : Adjustment of Positions - Finance Branch,
OSA-DD/R

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1. Reference is made to the recent discussions between Mr.
of your office and
of this office concerning the reclassification
of certain positions of the Finance Branch, OSA-DD/R. In this
respect, I request the following reclassifications be made:

a. Position No. 16 reclassified from GS-13 to GS-11.
This position would be shifted to the Budget Section where
an urgent requirement exists for a person to work on
Reports and Statements.

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b. Position No. 17 reclassified from GS-12 to GS-13.
Due to the magnitude and complexity of activities and to
the special authorities granted and requirements levied
on this office, the [   ] Section Chiefs holding Position
No. 17 are performing duties which are unique to this
office, the details of which have been discussed in full
with [   ]

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2. In addition to the above, I am changing the designation
of this office from Comptroller, OSA-DD/R to Budget and Finance
Branch, OSA-DD/R. I am moving [   ] into Position
No. 14 and designating him Chief, Budget and Finance Branch,
OSA-DD/R and [   ] into Position No. 15
and designating him Deputy Chief, Budget and Finance Branch,
OSA-DD/R.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: 2011
AUTH: HR 70-2
DATE 25/11/81 REVIEWER: 064540

3. There is attached a schedule reflecting my proposed organization of the Budget and Finance Branch, OSA-DD/R. There is also attached a Functional Chart outlining the duties and responsibilities of that office. After the Functional Chart has served your purpose, will you please return it to this office for retention.

ILLEGIB

JACK C. LEDFORD
COLONEL, USAF
Assistant Director
(Special Activities)

ATTACHMENTS: a/s

Signature Recommended.

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Chief, Administrative Division
OSA

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OSA-DD/R
Distribution:
    Orig & 1 - Addressee
        1 - DD/R
        1 - Comptroller
        1 - AD/OSA
        1 - ADMIN/OSA
        1 - FIN/OSA
        1 - RB/OSA

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